Hints for Processing in the Payroll Personnel System

1. Locate and have available the following:
   - OPM's guidance on processing, staffing, pay, etc. (www.opm.gov)
   - Applicable CFR's, laws, regulations

2. Check available information such as:
   - EPIC Help or other application help
   - Knowledge Base (www.nfc.usda.gov)
   - System directives and guidance including suspense error messages (www.nfc.usda.gov)
   - CAPPS Web Site (www.nfc.usda.gov)

3. Verify employee data:
   - eOPF
   - Paper OPF
   - IRIS/PINQ

All Applications

1. Verify that the SSN is the social for the employee.

2. Verify that the POI and Agency code for the employee's social.

3. Verify that the CV is correct for the POI and Agency.

4. Verify the position data.

5. In EPIC when you can't find an action for a particular employee, expand the search to POI or agency. This locates the action when an incorrect SSN is used.

   In *EmpowHR* when you can't find an action for a particular employee, use the social instead of the EmplID or vice versa. This locates the action when an incorrect EmplID or SSN is used.

6. NFC PPS is NOA driven. When a document goes into Suspense and the data element in error is not required for processing the NOA, you must determine the appropriate method for correcting that data element.

7. Edits against hours and dates for Lump Sums are located in ADJP. A newly entered document flows thru the PINE edits that night and the next day it shows in EPIC or EmpowHR as applied (X and A Status). That evening, the Lump Sum document processes thru ADJP. If the hours, dates, etc. do not match the database, the document falls into Suspense (9 and S status). At that point, there are two documents in EPIC, one Applied and one in Suspense. In *EmpowHR* the Applied document is replaced by the Suspense document. This process repeats until the document in Suspense is corrected

and applied.

8. Remember to search for the system generated information messages (999) to ensure all documents are processed timely.

9. Remember to search by POI to ensure all actions are processed.

   In EPIC, use the Notebook feature to document the steps taken to resolve errors.

10. An employee on a temporary promotion or detail must be returned to the "permanent" position prior to any separation action. If not, the counters, PMSO, database, CPDF, etc. are not updated.

11. An employee on LWOP must be returned to duty prior to any separation action. If not, the counters, PMSO, database, CPDF, etc. are not properly updated.

12. An employee on an NTE appointment must be separated using an appropriate NOA based on the type of appointment prior to being hired by another agency or the same agency on a different appointment. If not, the counters, PMSO, database, CPDF, etc. are not properly updated.

EPIC History and EmpowHR History Override

1. Never start or change a correction/cancellation package after PAYE runs thru the 1st pass of PINE for the next pay period, i.e., PAYE generally runs Thursday evening and 1st pass of PINE is the following Monday so do not start or change a package on Friday, Saturday, Sunday, or Monday after PAYE runs. Packages started during these days need to be deleted and reentered.

2. When the cancellation/correction process includes actions processed by another department, agency or POI, only that department, agency or POI can cancel those actions. The cancellation process must be coordinated with processing personnel in the appropriate POIs to assure the actions are processed in sequence.

3. When the employee's history record is copied to the gaining agency, there are two history records for the employee. One is updated by the losing organization and one is updated by the gaining organization.

4. When the losing organization updates their records, the copy viewed by the gaining organization IS NOT updated and vice versa.

5. When you start a correction/cancellation package a warning message appears if there is an action in futures, suspense, applied, new. To start the package the action must be included in the package or deleted.

6. If you do not want the action in the package, delete it or allow it to apply. After the 1st

pass of PINE of the following pay period, restart your package.

7. When you add the action to your correction/cancellation package and later delete the package, the action is deleted. Reenter the individual action if you want it to apply.

8. When the document in future, suspense, new, or current pay period applied is an exception action; the document only appears to become part of the package. The exception document is NOT rolled off the database into the History Correction package nor is it deleted when the History Correction package is deleted.

9. If any field changes on the SF-50b, the action must be changed to NOA 002 and an SF-50b generated. This is true even when the system is generating the data rather than you entering it on the action.
   a. In almost all cases a 004 action must be changed to a 002 action regardless of whether the agency wants a corrected SF-50b.
   b. If the action is not changed to NOA 002 then the system DOES NOT roll the data forward. Leaving the action marked as a 004 means that NO data element (in the system or on the SF-50b) changes for this action - THIS RARELY OCCURS.

10. Do not skip over any personnel actions. Reapply all actions to ensure personnel and pay histories are correct.

11. After canceling position changes, details or temporary promotions, ensure the position information is correct in IRIS and PMSO. If it isn't, send an e-mail to your agency coordinator for processing.

12. Tables containing history for salary, NOA, authorities, etc. have data beginning in late 1992. You cannot correct history in the system beyond that time frame.

13. If the package is outside the 1992 scope, the processor has to delete and reenter from 1992 forward. SF-50b's for periods before 1992 are prepared manually by the HR office.

14. An SPPS Web request is submitted for any monetary adjustments. Offices should attach the correct SF-50b's as part of the documentation for the changes since the database may have conflicting information.

15. When correcting a Nature of Action Code for an accession, separation or conversion, use the correction (002) option in EPIC/History Correction along with the drop-down box "History" to select the correct NOA you want to correct. The only time you should use a NOA 001 Cancellation is when the particular action should Never Have Happened or is ordered by the Court.

16. Corrections within the last 25 pay periods automatically run through ADJP and adjustments are made as necessary.

17. The system only pays or adjusts comp time hourly rates based on data on the personnel side (NOA documentation) and on the T&A side. Offices using TINQ or manual pay in lieu of T&A submission for changing hours on a T&A must submit an SPPS Web request for adjustments to those hours.

18. Applied HCUP packages must go through two passes of PINE and two passes of ADJP to assure all adjustments are processed. Packages that apply prior to the running of two passes of PINE and ADJP are not adjusted until the subsequent pay period. The employee will receive the adjusted pay for the current pay period in the processing pay period and all other adjustments are paid the following pay period. Agencies submitting a request for manual payment for monies beyond the automated 25 pay period cycle need to factor this into their process.

19. The NFC PPS is NOA driven. To correct data, you must do it on the action where the error occurred or an NOA where it is appropriate to make the change.